



**WE ARE IN SEARCH  
OF GREAT MINDS THAT  
THINK NOTHING ALIKE.**

### **2021 Training Administration Intern Budapest**

Morgan Stanley is a global financial services firm and a market leader in investment banking, securities, investment management and wealth management services. At Morgan Stanley Budapest, we are shaping the future of our global business and contributing to Our local community. Our team works across numerous areas, including Technology, Mathematical Modeling, Finance, Risk Management, Operations and Data & Analytics from our new state-of-the-art offices near the Danube and our City Gate office in the heart of the city center.

**Location:** Budapest office

**Contract:** 20/30/40 hours-a-week contract

**Duration of program:** 6-12 months

**We offer:**

- A supportive and vibrant **multinational environment** in an inspiring HR team
- **Continuous development** opportunities
- Opportunity to participate in the firm's **networking events**

**Role and Responsibilities:**

- Provide day-to-day **administrative support** to Talent Development team
- Maintenance of **trainings** in the learning system and databases
- Ensuring that the training calendar is delivered in a timely manner and in excellent quality
- Keeping contact with a variety of external service providers
- Creating Feedback reports
- Handling day-to-day training related employee queries
- Participation in Talent Development improvement process **projects**

**Qualifications and Skills:**

- **Ongoing Bachelor or Master's studies** - Business Administration or related degree
- **Fluency in English**, both verbal and written

- Good **communication skills**, being precise and accurate
- Strong **knowledge of Microsoft Office** (especially Excel)
- Attention to detail and organizational abilities
- Team-player attitude
- Strong numerical and analytical skills

**Application Process:**

If you are interested in any of the above opportunities, please apply [here](#) by submitting your English CV.